



VENTNOR TOWN COUNCIL



1 Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight PO38 1EJ

DETAILS

Job title: Full-time Town Clerk and Responsible Financial Officer

Organisation: Ventnor Town Council

Salary: £42,708 – 44,711

Application deadline: 12 Noon Friday 9 May 2025

Annual Leave: 32 days + Bank Holidays.

Contractual Obligation: 37 hours weekly (Hybrid and flexible options available)

County: Isle of Wight

Email address: katherine@ventnortowncouncil.org.uk

Phone number: 01983 857840

SUMMARY

An exciting opportunity as a full-time Town Clerk and Responsible Finance Officer.

Ventnor is a friendly and beautifully unique coastal Victorian town on the southern part of the Isle of Wight, which enjoys a mild climate year-round and is steeped in history. The town is community-minded serving just under 6,000 residents.

The Town Council is seeking to appoint an innovative, dynamic, and proactive Town Clerk, to develop links with local groups and source funding to enable the council to become more sustainable and provide improved value for money for our local community.

If you have the enthusiasm, vision, and commitment to take the Council forward and manage a budget of circa £600k and 16 staff members (10.5Ftes) we would like to hear from you.

You will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to achieve it, with a proven track record in administrative and financial management and the necessary skills in people management and leadership, communication, and organisation.

Contact Katherine Burden at katherine@ventnortowncouncil.org.uk for an application pack, or apply using the downloadable application form from our website www.ventnortowncouncil.gov.uk and returned to the same email address.

The Application Pack is available from our web site here:

<https://www.ventnortowncouncil.gov.uk/your-council/staff/job-opportunities/>
